

SECTION 3 WORKER APPLICATION

A 1968 HOUSING AND URBAN DEVELOPMENT ACT



Return completed application electronically to the
Section 3 Team at:

HCDSection3@houstontx.gov

Incomplete applications will not be processed.
Allow 5-10 business days for processing.

**New applicants and re-certifying applicants must complete this application in full.
ALL FIELDS REQUIRED EXCEPT WHERE NOTED**

DATE	
Applicant Name:	
Current Home Address:	
Phone Number:	Email Address:
Job Skills/Trades:	Other:

ALL PAGES OF THIS APPLICATION MUST BE SUBMITTED

2021 HUD Income Limits for Houston and Surrounding Areas

Household Size	30% of Median Extremely Low-Income		50% of Median Very Low-Income		80% of Median Low Income	
	Annual Income	Monthly Income	Annual Income	Monthly Income	Annual Income	Monthly Income
1-person	\$16,650	\$1,388	\$27,750	\$2,312	\$44,350	\$3,696
2-person	\$19,000	\$1,583	\$31,700	\$2,642	\$50,700	\$4,225
3-person	\$21,960	\$1,830	\$35,650	\$2,971	\$57,050	\$4,754
4-person	\$26,500	\$2,208	\$39,600	\$3,300	\$63,350	\$5,279
5-person	\$31,040	\$2,587	\$42,800	\$3,567	\$68,450	\$5,704
6-person	\$35,580	\$2,965	\$45,950	\$3,829	\$73,500	\$6,125
7-person	\$40,120	\$3,343	\$49,150	\$4,096	\$78,600	\$6,550
8-person	\$44,660	\$3,722	\$52,300	\$4,358	\$83,650	\$6,971

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PART 1. SECTION 3 WORKER QUALIFYING STATEMENT

You must qualify under one of the following statements to qualify as a Section 3 Worker. Please select only **ONE**.

Q1	Income for the previous or current calendar year is below HUD income limits. See above for HUD Income Limit Chart. Follow and complete instructions under Parts 2 and 3 below and Page 3.
Q2	Employed by a Section 3 Business Concern. Follow and complete instructions under Parts 2 and 4 below and Page 3.
Q3	Participant in YouthBuild program. Follow and complete instructions under Parts 2 and 5 below and Page 3.
Q4	At any time during the last five years my annual household income was zero or did NOT exceed the 80% Median HUD Income Limit. See above for HUD Income Limit Chart. Follow and complete instructions under Parts 2 and 6 below and Page 3.

PART 2. SUPPORTING DOCUMENTATION FOR ALL APPLICANTS

Each applicant must submit the following documents:

Proof of Identification

Provide one (1) of the following:

Driver's License

State Identification Card

Passport

Proof of Residency

Provide one (1) of the following:

Lease Agreement/
Utility Bill

Reference Letter from
Head of Household

Other

Supplement to Income Certification Form (required)

PART 3. SUPPORTING DOCUMENTATION FOR Q1

If you selected Q1 qualifying statement under Part 1, you must submit the following documents if you receive either public housing and/or participate in public assistance program:

**Public Housing
Resident**

Lease
Agreement

**Federal, State or Local Public
Assistance Program**

Voucher or
Award Letter

PART 4. SUPPORTING DOCUMENTATION FOR Q2

If you selected Q2 qualifying statement under Part 1, you must submit the following documents:

1. 2021 Household Income Self-Certification Form

2. 2021 Zero Household Income Self-Certification Form

3. Section 3 Business Concern Name and Date of Employment:

PART 5. SUPPORTING DOCUMENTATION FOR Q3

If you selected Q3 qualifying statement under Part 1, you must submit the following documents:

1. 2021 Household Income Self-Certification Form

2. YouthBuild Participant Letter

PART 6. SUPPORTING DOCUMENTATION FOR Q4

If you selected Q4 qualifying statement under Part 1, you must submit the following documents:

1. 2021 Household Income Self-Certification Form

2. 2016-2020 Household Income Self-Certification Form

SECTION 3 WORKER APPLICATION

2021 HOUSEHOLD INCOME SELF-CERTIFICATION



2021 Annual HUD Income Limits - 80% Median

Household Size	1	2	3	4	5	6	7	8
Low Income	\$44,350	\$50,700	\$57,050	\$63,350	\$68,450	\$73,500	\$78,600	\$83,650

LIST ALL MEMBERS OF HOUSEHOLD, REGARDLESS OF INCOME OR AGE.

PART 1. HOUSEHOLD COMPOSITION

	Last Name	First Name M.I.	Relationship to Head of Household	Date of Birth	Last 4-digits of SSN
1					
2					
3					
4					
5					

PART 2. GROSS (BEFORE TAXES) HOUSEHOLD ANNUAL INCOME

	Employment & Wages	Social Security/Pensions	Public Assistance	Other Income
1				
2				
3				
4				
5				
Total Gross Household Annual Income				\$

PART 3. HOUSEHOLD CERTIFICATION & SIGNATURE

The information on this form will be used to determine maximum income eligibility. I/we have provided for each person(s) set forth in Part I acceptable verification of current anticipated annual income.
Under penalties of perjury, I/we certify that the information presented in this Certification is true and accurate to the best of my/our knowledge and belief. The undersigned further understands that providing false representations herein constitutes an act of fraud. False, misleading or incomplete information may result in the termination of certification.

Print Name

Signature

Date

SECTION 3 WORKER APPLICATION

2021 ZERO HOUSEHOLD INCOME SELF-CERTIFICATION



I hereby certify that I currently do not individually, nor does any member of my household, receive income from any of the following sources:

1. Wages from employment (including commissions, tips, bonuses, fees, etc.);
2. Income from operation of a business;
3. Rental income from real or personal properties;
4. Interest or dividends from assets;
5. Social Security payments, annuities, insurance policies, retirement funds, pensions, or death benefits;
6. Unemployment or disability payments;
7. Public assistance income;
8. Periodic allowances such as alimony, child support, or gifts received from persons not living in household;
9. Sales revenue from self-employed resources (Avon, Mary Kay, Shaklee, etc.);
10. Any other source not named above.

Under penalty of perjury, I certify that the information presented in this certification is true and accurate to the best of my knowledge. The undersigned further understands that providing false representations herein constitutes an act of fraud. False, misleading or incomplete information may result in the termination of my Section 3 certification.

Print Name

Signature

Date

SECTION 3 WORKER APPLICATION

2021 HOUSEHOLD INCOME SELF-CERTIFICATION



If you are qualifying as a Section 3 Worker based on your household income from the past five years, check all boxes that applied to you and your household during 2016-2020.

2016

2017

2018

2019

2020

At one point in the past five, my household income was zero.

At one point in the past three years, I was a public housing resident and/or participated in Federal, state or local public assistance programs.

At one point in the past five years, my household income did NOT exceed the 80% Median HUD Income Limit.

At one point in the past five years, I was unemployed.

At one point in the past five years, I was homeless.

Under penalty of perjury, I certify that the information presented in this certification is true and accurate to the best of my knowledge. The undersigned further understands that providing false representations herein constitutes an act of fraud. False, misleading or incomplete information may result in the termination of my Section 3 certification.

Print Name

Signature

Date

SECTION 3 WORKER APPLICATION
SUPPLEMENT TO INCOME CERTIFICATION



In order to assume compliance with federal equal housing opportunity and fair housing goals, the Department would appreciate receiving the information listed below. You may not be discriminated against on the basis of this information, or on whether or not you choose to furnish this document. However, if you choose not to furnish it, the owner, recipient or contractor are required to note ethnicity, race, sex, age, and other household composition on the basis of visual observation or surname. If you do not wish to furnish this information, please initial below:

RESIDENT/APPLICANT: I do not wish to furnish information regarding ethnicity, race, sex, age, and other household composition. (Initials)

See below for Ethnicity, Race, and Other codes that characterize household composition. Enter both Ethnicity and Race codes for each household member, and a code for Other, if applicable. Also indicate if an individual in the household qualifies for the Special Needs occupancy requirement specified in the Land Use Restriction Agreement (LURA) or other document, see below for definition.

LURA defines "Special Needs" as a person who:

- Has a physical, mental or emotional impairment that:
- Is expected to be of a long, continued and indefinite duration,
- Substantially impedes his or her ability to live independently, and
- Is of such a nature that the disability could be improved by more suitable housing conditions,
Has a developmental disability, as defined in the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. Section 15502);
Has a disability, as defined in 24 CFR § 5.403;
Has alcohol and/or drug addictions;
Is a Colonia resident;
Is a victim of domestic violence; Has HIV/AIDS;
Is homeless; or
Is a migrant farm worker.

Table with 6 columns: Index, Sex (Enter M or F), Age, Race, Other, Special Needs? (Y or N). Rows 1-7.

RACE CODES:

- 1. White American
2. Black/African American
3. Native American
4. Hispanic American
5. Asian/Pacific American
6. Hasidic Jew

OTHER CODES:

- A. Elderly
B. Disabled
C. Elderly & Disabled

Print Name

Signature

Date

SECTION 3 WORKER APPLICATION QUESTIONNAIRE



1. What is your age?

18-24 years old

25-34 years old

35-44 years old

45-54 years old

Over 55

2. What is your gender?

Male

Female

Prefer not to say

3. What is your ethnicity?

White

Hispanic or Latino

Black or African American

Native American or
American Indian

Asian/Pacific Islander

Other
(specify)

4. What is the highest degree or level of school you have completed?

Less than a high
school diploma

High school degree
or equivalent

Associate's degree
(e.g. AA, AS)

Bachelor's degree
(e.g. BA, BS)

Master's degree
(e.g. MA, MS, MEd)

Doctorate
(e.g. PhD, EdD)

Other
(specify)

5. What is your current employment status?

Full time

Part time

Unemployed

Student

Retired

Other
(specify)

6. Are you a Veteran?

Yes

No

7. Do you have disability?

Yes

No

8. I agree to having my information published in the City of Houston's Section 3 Worker online directory.

Yes

No

Print Name

Signature

Date